

The Kansas Department of Agriculture (KDA) is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture businesses to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas farm or ranch. In addition to license requirements by KDA, other Kansas agencies, as well as local or federal government agencies, may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful agricultural farm or ranch in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State <a href="http://www.kssos.org">www.kssos.org</a>	Complete the appropriate business entity <a href="#">filings and forms</a> required by the Kansas Secretary of State. Call (785) 296-4564 for more information.	Prior to starting
	Department of Revenue <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>	Visit the Department of Revenue website to find important <a href="#">business tax information</a> . Call (785) 368-8222 for more information.	Prior to starting
	Department of Agriculture — Weights and Measures <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	No license is needed from Weights and Measures. Any business with a weighing or measuring device (e.g. scales, fertilizer meters, oil meters, measuring tapes, electric car chargers, taxi meters, etc.) must hire a <a href="#">licensed service company</a> to inspect and test devices once annually, and any time additional maintenance, repairs, adjustments and calibrations are made throughout the year if the devices are used to determine the cost of any transaction.  Examples include scales at grocery stores, yogurt shops, restaurants, hardware stores, nurseries, seed dealers, etc. Examples of meters include meters used at a car service center to add oil to your engine, fertilizer meters at agronomy centers, water meters in grocery stores for sale of bottled water, etc. For more information, visit the <a href="#">Weights and Measures Program</a> webpage or call (785) 564-6681.	Annual service
	Department of Agriculture — Division of Animal Health <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Feedlots and dairies with a one-time capacity of more than 1,000 head must submit the <a href="#">Cattle Feedlot Application</a> . Swine, sheep and goat feedlots with more than 1,000 animal units must submit the <a href="#">Swine, Sheep and Goat Feedlot Application</a> . For a multiple herd source livestock genetic sale or any other occasion sale of livestock, submit the <a href="#">Occasional Sales Application</a> . If a registered brand is desired, visit the <a href="#">Animal Health Brands Program</a> webpage or call (785) 564-6609 to determine brand availability or to apply for a brand.  Interstate shipment of livestock requires a certificate of veterinary inspection or other documentation. Consult the Division of Animal Health <a href="#">Import and Export Regulations</a> for a complete list of requirements or call (785) 564-6601. Before exporting livestock from Kansas, contact the <a href="#">state of destination</a> for their livestock import requirements. Testing for specific diseases may be required for some species. For a list of each state's livestock import requirements, visit <a href="http://www.interstatelivestock.com">www.interstatelivestock.com</a> . For more information, visit the <a href="#">Division of Animal Health</a> webpage or call (785) 564-6601.	Prior to October 1, April 1 for Brands  — Prior to shipment of livestock
	Department of Agriculture — Division of Water Resources <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	The state of Kansas requires a permit for the beneficial use of water, except for water solely used for domestic purposes. "Domestic purposes" is defined as the use of water by any person or by a family unit or household for household purposes, or for the watering of livestock (less than 1,000 head), poultry, farm and domestic animals used in operating a farm, and for the irrigation of lands not exceeding a total of two acres in area for the growing of gardens, orchards and lawns. Review the <a href="#">Kansas Water Law Basics</a> .  Visit the <a href="#">Water Appropriation Forms</a> webpage and complete the appropriate forms. For more information on water use, visit the <a href="#">Division of Water Resources</a> webpage or call (785) 564-6640.	Yearly report of water use, March 1

✓	Department	Description	Renewal
	Department of Agriculture — Pesticide and Fertilizer <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Non-commercial application of restricted use pesticides for agricultural production requires a Private Certified Pesticide Applicator certification by passing an open-book exam. Contact the <a href="#">local extension office</a> for more information.  A <a href="#">Chemigation User's Permit</a> is required for the application of pesticide, fertilizer or effluent by blending with fresh water through an irrigation system. To receive a Chemigation User's Permit, each applicant for a permit must be a Certified Chemigation Equipment Operator (CEO) or employ at least one individual currently certified as a Chemigation Equipment Operator. CEO certification is valid for five years. Pesticide products and commercial fertilizers must be registered with KDA to be legally applied in Kansas. For more information, review the <a href="#">Chemigation</a> webpage or call (785) 564-6688.	Prior to applying pesticide — Prior to chemigating,  Annual renewal January 1
	Department of Health and Environment — Bureau of Water, Livestock Waste Management Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Any facility that confines 300 animal units or more must <a href="#">register</a> with the Kansas Department of Health and Environment (KDHE). Animal units can be calculated on the registration form. The need for additional permits and nutrient management plans will be determined based upon the number of animal units and pollution potential. Additional requirements may exist if a facility of any size is considering composting. For more information, contact <a href="#">Livestock Waste Management</a> at (785) 296-6432.	Prior to construction
	Department of Health and Environment — Bureau of Water, Industrial Program Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	An <a href="#">NPDES Construction Stormwater Permit</a> is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities (construction). For more information, visit the <a href="#">KDHE Industrial Programs</a> website or call (785) 296-5549.	Prior to construction
	Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Entities operating their own fuel tanks may be required to register with the Kansas Department of Health and Environment (KDHE). Review information about aboveground storage tanks (AST) and underground storage tanks (UST). Review the <a href="#">KDHE Storage Tank Section</a> website for further information, or call (785) 296-1678 for permitting information. The <a href="#">Kansas Small Business Environmental Assistance Program</a> (SBEAP) has <a href="#">AST program highlights and registration requirements</a> in addition to <a href="#">assistance with UST inventory control</a> .	Prior to installing tanks,  Annual renewal August 1
	Department of Health and Environment — Bureau of Air <a href="http://www.kdheks.gov">www.kdheks.gov</a>	<a href="#">Gasoline dispensing facilities</a> are subject to federal air regulation. A <a href="#">guidance document</a> is available to assist in determining regulatory requirements. Refer to the <a href="#">Standard Construction Permit/Approval for Gasoline Dispensing Facilities</a> if applicable. For more information, review the <a href="#">KDHE Bureau of Air</a> website or call (785) 296-6024.	Prior to dispensing fuel
	Kansas Department of Wildlife, Parks and Tourism <a href="http://www.ksoutdoors.com">www.ksoutdoors.com</a>	Projects that involve public funds or government assistance, require another state or federal permit or potentially affect a current listed species or its critical habitat need an <a href="#">environmental review</a> . Call (620) 672-5911 for more information.	Prior to construction

Kansas Department of Agriculture  
1320 Research Park Drive  
Manhattan, KS 66502  
Phone: (785) 564-6700  
Email: [ksag@ks.gov](mailto:ksag@ks.gov)  
Website: <http://agriculture.ks.gov>

*This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.*

# Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products and developing a skilled workforce, among others.

## Kansas Department of Agriculture

Agribusiness Development, Domestic & International  <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Russell Plaschka, Agribusiness Development and Workforce Program Manager, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or (785) 564-7466. If your business has questions on importing or exporting, contact Suzanne Ryan-Numrich, International Trade Director, at <a href="mailto:Suzanne.Numrich@ks.gov">Suzanne.Numrich@ks.gov</a> or (785) 564-6704.
From the Land of Kansas Program  <a href="http://www.fromthelandofkansas.com">www.fromthelandofkansas.com</a>	The <i>From the Land of Kansas</i> ™ trademark program's goal is to help businesses that grow, produce, process or manufacture products in Kansas. In addition, the program works with and supports restaurants using Kansas products and retailers selling Kansas products and ingredients. The trademark program helps members promote their Kansas products and provides members with a variety of business development tips and opportunities, including marketing assistance. In addition, the state trademark provides a consistent way to identify Kansas agriculture-based products.  <a href="#">Register</a> your business for membership with <i>From the Land of Kansas</i> . For more information, contact Janelle Dobbins, <i>From the Land of Kansas</i> Marketing Manager, at <a href="mailto:Janelle.Dobbins@ks.gov">Janelle.Dobbins@ks.gov</a> or call (785) 564-6759.
Agricultural Workforce Development  <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	KDA's Workforce Development can connect you with secondary and post-secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Agribusiness Development and Workforce Program Manager, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or (785) 564-7466.

## Kansas Department of Commerce

KANSASWORKS  <a href="http://www.kansasworks.com">www.kansasworks.com</a>	KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call (877) 509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.
Rural Opportunity Zones  <a href="http://www.kansascommerce.gov">www.kansascommerce.gov</a>	The <a href="#">Rural Opportunity Zone</a> program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at (785) 296-3481.

## Other Resources

Network Kansas  <a href="http://www.networkkansas.com">www.networkkansas.com</a>	Network Kansas works with new and existing businesses to provide a central portal that connects entrepreneurs and small business owners with expertise, education and economic resources. The KSeship mobile application, available in <a href="#">iOS</a> or <a href="#">android</a> , is designed to provide simplified access to resources through connections, classes and capital resources. Call (877) 521-8600 for more details.
Kansas Small Business Development Center (KSBDK)  <a href="http://www.kansassbdc.net">www.kansassbdc.net</a>	The Kansas Small Business Development Center is a network of service centers located throughout Kansas offering business consulting to small businesses. Call (800) 452-6727 for more information.

Continued on next page

# Helpful Business Development Resources

## Other Resources Continued

<p>Kansas Business Center</p> <p><a href="http://www.kansas.gov/businesscenter">www.kansas.gov/businesscenter</a></p>	<p>The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call (877) 521-8600 for more details.</p>
<p>K-State Research and Extension</p> <p><a href="http://www.ksre.ks.edu">www.ksre.ks.edu</a></p>	<p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families and youth through integrated research, analysis and education. For more information, please call (785) 532-5820.</p>
<p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p>	<p>The <a href="#">Kansas Value Added Foods Lab</a> offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and prices, refer to the <a href="#">Fees and Information</a> webpage. For more information, call (785) 532-1668 or email <a href="mailto:kvafl@ksu.edu">kvafl@ksu.edu</a>.</p> <p>The <a href="#">Meat Science Facility</a> provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab and the Post-Processing Pasteurization Lab. For more information, call (785) 532-1279.</p>
<p>USDA Rural Development</p> <p><a href="http://www.rd.usda.gov">www.rd.usda.gov</a></p>	<p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p>
<p>USDA New Farmers</p> <p><a href="http://newfarmers.usda.gov">newfarmers.usda.gov</a></p>	<p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p>

Kansas Department of Agriculture  
1320 Research Park Drive  
Manhattan, KS 66502  
Phone: (785) 564-6700  
Email: [ksag@ks.gov](mailto:ksag@ks.gov)  
Website: <http://agriculture.ks.gov>